



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Angela M. Hinton
Interim Chief Procurement Officer
ahinton@atlantaga.gov

August 4, 2017

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a proposal for **FC-9887, Memorial Drive Corridor Improvement**. The City of Atlanta (the “City”) on behalf of the Department of Public Works (“DPW”) seeks to secure Request for Proposals (“RFP”) for Architectural & Engineering Services from qualified proponent(s) to develop designs for Memorial Drive Corridor Improvement.

A **Pre-Proposal Conference** will be held on **Wednesday, August 16, 2017, at 10:00 a.m., EDT** at the DOP’s Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives available at the conference from the DPW, the Office of Contract Compliance, the Ethics Office, Risk Management, and the Atlanta Workforce Development Agency to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on **Wednesday, August 16, 2017, at 10:00 a.m., EDT.**, are not authoritative. **The last date to submit questions in writing is Friday, August 18, 2017, by 12:00 p.m. EDT.**

Your response to this Request for Proposals must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m. EDT, Thursday, August 31, 2017.**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Proposals will be publicly opened and read at 2:01 p.m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Proponents may submit their Contractor Affidavit Forms for review via the City’s IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Bid/Proposals due date of **Thursday, August 31, 2017**. The IIREA Preview Participation Form is set forth in **Part 6**, included in the Request for **Bid/Proposal**.



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This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFP. In the event of a conflict between a version of the Proposal in the Proponent's possession and the version submitted to the DOP, the version submitted to the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Janett Adams, Contracting Officer, at jladams@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The Proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$50.00 per package, beginning on August 4, 2017. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,



Susan M. Garrett
(Acting) Interim Chief Procurement Officer
for Angela M. Hinton

SMG/jla

